

# FS Direct



Direct Communication to Foreign Service Employees and Family Members

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## **Click Your Way to FLO Resources**

### **FLO Homepage on the Intranet**

<http://hrweb.hr.state.gov/flo/index.html>

### **FLO Homepage on the Internet**

<http://www.state.gov/m/dghr/flo>

**Email FLO –** [flo@state.gov](mailto:flo@state.gov)



### **EMPLOYMENT**

[The Network](#), the monthly FLO newsletter highlighting the Washington, DC job search (scroll down).



### **INFORMATION & RESOURCES**

**FLO Publications** on the Internet may be found at

<http://www.state.gov/m/dghr/flo/rsrscs/pubs/>



### **FS FAMILY MEMBERS**

**2005 Fall Student Internship Program** applications now being accepted. For application information-

[http://careers.state.gov/student/programs/student\\_internships.html](http://careers.state.gov/student/programs/student_internships.html)

**Job Seekers Network Group** supports the DC area job seeker.

Calendar- <http://www.state.gov/documents/organization/37848.pdf>



### **FS DIRECT SUBSCRIPTIONS**

To subscribe, please use the following links:

**Internet:** <http://www.state.gov/m/dghr/flo/c9156.htm>

**Intranet:** <http://hrweb.hr.state.gov/FLO/FLOSubscription.html>

**Via AAFSW:** Visit the FLO area of the AAFSW web site at <http://www.aafsw.org> and click on FLO newsletters.

**FS Direct** is also available on the FLO Internet web site at <http://www.state.gov/m/dghr/flo/rsrscs/pubs/c5709.htm>

# Not-to-be-Missed Information

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## An Invitation for Proposals for J. Kirby Simon Foreign Service Trust Funding

The **J. Kirby Simon Foreign Service Trust** is a charitable fund established in the memory of Kirby Simon, a Foreign Service Officer who died in 1995 while serving in Taiwan. The Trust is committed to expanding the opportunities for community service and professional fulfillment of active Foreign Service Officers and Specialists and their families.

The principal activity of the Trust is to support projects that are initiated and carried out, not in an official capacity and not on official time, by Foreign Service personnel or members of their families, wherever located. The Trust, however, will also consider proposals from other U.S. Government employees or members of their families, regardless of nationality, who are located at American diplomatic posts abroad.

In 2004 the Trust made its eighth round of grant awards, 35 in all, ranging from \$500 to \$4500, for a total of \$78,520. These grants support the involvement of Foreign Service personnel in the projects described in a Trust announcement entitled *Grants Awarded in 2004* and available at [www.kirbysimontrust.org](http://www.kirbysimontrust.org).

The Trust now invites the submission of proposals for support in 2005. It is anticipated that most of the new grants will fall within the same funding range as the 2004 awards, and that projects assisted by the Trust will reflect a variety of interests and approaches, some of which are illustrated by the 2004 grants.

Proposals for projects to be funded during calendar year 2005 must be received by the Trust no later than **March 1, 2005**. Guidance and forms may be found at [www.kirbysimontrust.org](http://www.kirbysimontrust.org). Proposals and inquiries can be sent by mail, fax or e-mail to:

**J. Kirby Simon Foreign Service Trust**  
82 Edgehill Road, New Haven, CT 06511  
FAX: 203-432-0063  
[info@kirbysimontrust.org](mailto:info@kirbysimontrust.org)



## Call for AFSA Award Nominations

It is AFSA award nomination time! In addition to the Constructive Dissent awards for Foreign Service Officers, AFSA also offers three awards for recognition of exemplary performance, extraordinary contributions to effectiveness, professionalism and morale:

- The **Delavan Award** recognizes the work of a Foreign Service Office Management Specialist who has made a significant contribution to post or office effectiveness and morale beyond the framework of her or his job responsibilities.
- The **Avis Bohlen Award** honors the accomplishments of a family member of a Foreign Service employee whose relations with the American and foreign communities at post have done the most to advance the interests of the United States.
- The **M. Juanita Guess Award** is conferred on a Community Liaison Office Coordinator who has demonstrated outstanding leadership, dedication, initiative or imagination in assisting the families of Americans serving at an overseas post.

Nominations are due **February 25, 2005** and must include the following elements:

**Part I:** Name of the award for which the person is being nominated; the nominee's name, grade, agency, and position (or, for the Bohlen Award, the family relationship).

**Part II:** Nominator's name, grade, agency and position and description of association with the nominee.

**Part III:** Justification for nomination. The narrative should discuss the actions and qualities that qualify the nominee for the award, with specific examples of accomplishments that fulfill the criteria above. Part III should not exceed 700 words.

Note that nominations for any of the awards may be submitted by anyone with knowledge of the nominee's accomplishments, and does not necessarily need to be a government employee. For additional guidance and to nominate someone, please see the AFSA website: <http://www.afsa.org/awards/index.cfm> or contact Barbara Berger [berger@afsa.org](mailto:berger@afsa.org).



## **Employment**

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# **Career & Employment Opportunities in the Civil and Foreign Service**

The U.S. Department of State careers website [www.careers.state.gov](http://www.careers.state.gov) provides information on Foreign and Civil Service careers. Learn what a FS Officer or Specialist does, what is required to join, where the postings are, and more. You will also have the opportunity to learn more about Civil Service employment, including a link to Civil Service job opening announcements.

The web page will serve as your notification page for application openings and deadlines, as well as for information that will help you with the application process for Civil Service, jobs in Iraq, Foreign Service Specialist positions, and Student Program positions.

If you are interested, you may subscribe to an email notification service, which will provide you with all relevant information about FS careers, CS careers and government programs.

- Department of State careers website <http://careers.state.gov/>
- Civil Service career FAQs <http://careers.state.gov/civilservice/faqs/index.html>
- Foreign Service career FAQs <http://careers.state.gov/officer/faqs/index.html>
- Student programs <http://careers.state.gov/student/faqs/index.html>
- To view current Department of State vacancies posted on USAJOBS <http://jobsearch.usajobs.opm.gov/a9st00.asp>.
- To view Civil Service opportunities <http://careers.state.gov/civilservice/opportunities/notice.html>
- To subscribe to receive information on DOS careers, job programs and opportunities by email <http://careers.state.gov/general/inform/index.html> - email notification subscription to get updates and new information about DOS careers and job programs and opportunities.



## Foreign Service Written Exam

With online registration, <https://secure.act.org/app/fswesecure/fsw>, you can start your registration at anytime. If you need to leave your application before you finish, you may leave and come back later to complete your application and submit it. You may **SUBMIT your registration for the April 23, 2005 test date ANYTIME before 5:00 p.m. on March 16, 2005, for foreign testing and on March 23, 2005, for domestic testing.**

If you have any questions or experience difficulty in registering, please call 1 800 205 6358 for assistance.



## Have You Joined AAFSW?

*From Terri Williams, AAFSW President*

**HAVE YOU HEARD ABOUT THE AMERICAN ASSOCIATION OF THE FOREIGN SERVICE WORLDWIDE (AAFSW)?** You may be wondering why you need to know

about AAFSW - we never make the assumption that you know who we are or why you should know! So here are a few facts you may not be aware of...

### **DID YOU KNOW THAT AAFSW--**

- Founded and works closely with the Family Liaison Office;
- Helped establish and continues to support the Transition Center (OBC) and Foreign Service Youth Foundation;
- Created and funds the [www.AAFSW.org](http://www.AAFSW.org) website;
- Created and monitors LIVELINES, the Internet chat room;
- Hosts "Home Front," a listserv for families of employees serving at unaccompanied posts;
- Supported the development of and receives the royalties from the book, **"Realities of Foreign Service Life"**;
- Promoted the first Bilateral Work Agreement, opening doors to overseas spouse employment;
- Led the way in advocating for the rights of divorced and separated spouses;
- Focused State Department management on elder care needs, culminating in Emergency Visitation Travel being granted to those with elder care responsibilities;
- Offers scholarship funds along with AFSA for Foreign Service youth;
- Presents an annual **BOOKFAIR** in the State Department;
- Presents the annual **Secretary of State Awards for Volunteerism Abroad**;
- Is an independent advocate working along with others to better the lives of those in the Foreign Service?
- Check out our website, [www.AAFSW.org](http://www.AAFSW.org) for fascinating articles and information.

*AAFSW is a gender-neutral organization! We serve everyone in the Foreign Service who is looking for a LIFE in the Foreign Service - we are a social group dedicated to keeping Foreign Service people connected as they live their mobile lives. JOIN US!!*



## **AAFSW's Call for Writers**

Articles and essays by Foreign Service officers and family members are needed for a sequel to the AAFSW's book **"Realities of Foreign Service Life."** Share your perspective on Foreign Service life, help newcomers and see your work published in a

respected book! Topics will be assigned, or the editors welcome your suggestions. Proceeds will benefit AAFSW's programs. Writers will receive a free copy of the book. Contact Marlene Nice at [marnice5@yahoo.com](mailto:marnice5@yahoo.com), or Patricia Linderman at [patricia@aafsw.org](mailto:patricia@aafsw.org).



## **Going Global Platform Change**

**Going Global** is the leading provider of country specific career and employment information. **Going Global's Country Career Guides** and the **Global Key Employer Directory** will assist you with your international job search.

The **Going Global Country Career Guides** contain more than 10,000 resources for finding employment at home and abroad. Each of the 23 countries featured contains insider tips and professional advice on such topics as employment trends, salary ranges, job search sources, networking groups, resume/CV writing guidelines and work permit/visa regulations.

**PLEASE NOTE:** **Going Global** has changed their web platform, requiring all users who registered in 2004 to register their username and password **again** via State's Intranet <http://hrweb.hr.state.gov/flo/employment/goingglobal.html>.

Once you have created your user name and password via the Department's Intranet, you may access the **Going Global** pages on any Internet-connected computer anywhere.

For information on using your **Going Global Career Guides** go to the Intranet at <http://hrweb.hr.state.gov/flo/employment/UsingYourGoingGlobalCollection1-05.pdf>



## **Education and Youth**

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### **Boarding Schools Decisions and Application Deadlines**

Many employees and family members are unaware that the Family Liaison Office can provide help in finding the right boarding school for your Foreign Service child. FLO's Education and Youth Officer has made site visits to over 50 boarding schools both in the United States and in Europe. FLO provides advice and counseling to help you find the right school match to your student's interests and abilities. Our advisory services extend to USG employees and their family members (no matter the agency) either still in the US and going abroad, or currently serving overseas under Chief of Mission authority.

If you are considering boarding school for your child for next year, be aware that many boarding schools have a deadline for applications in early-mid February. Admission decisions are generally announce in early March. For some of the more well-known and selective schools, this deadline is very important, as competition is keen. However, FLO can recommend a number of excellent schools that have a more flexible policy towards admissions, and we are sometimes able to make last minute placements even in late summer. Our website at <http://www.state.gov/m/dghr/flo/c1958.htm> has many resources to help you start thinking and searching for boarding schools. But please feel free to contact [FLOAskEducation@state.gov](mailto:FLOAskEducation@state.gov) if you would like personal assistance!



## Summer Programs and Opportunities

### FROM FAIRFAX COUNTY PUBLIC SCHOOLS

NOTE: This program is **not** limited to Fairfax County residents only.

It's time to be thinking about summer programs and opportunities for your students, as some programs have early deadlines. There is a wide range of options that can provide an enriching experience and at the same time help your student make more informed decisions for the future. Opportunities include: travel and study trips, academic programs on college campuses, sports camps, volunteer/service programs, internships, and paid jobs in a field the student is thinking about exploring for a future career.

Please take a moment to check the extensive list of possibilities posted on the FCPS website in the Student Services section by clicking on this link:  
<http://www.fcps.edu/DSSSE/SummerOps4Students/index.htm>

### GEORGE WASHINGTON UNIVERSITY BILINGUAL SPECIAL EDUCATION PROGRAM

The George Washington University is offering full-tuition scholarships for a master's degree in curriculum and instruction with a concentration in bilingual special education. The two-year program will begin in May. Apply ASAP. For information and/or an application, contact Dr. Amy Mazur at 202.994.1511 or at [amazur@gwu.edu](mailto:amazur@gwu.edu).



## Foreign Service Youth Foundation

The **Foreign Service Youth Foundation** (FSYF) is dedicated to bringing together and celebrating Foreign Service youth from all USG agencies working overseas. The young people who participate in FSYF find that the friends they make keep them in touch with other kids who have also experienced our internationally mobile lifestyle. FSYF supports **Diplokids** (with AAFSW) a group for kids ages 5-10, **Globetrotters** for middle school



students, and a very active high school group called **AWAL**, Around the World in a Lifetime. Here are some of the activities that AWAL has been involved in recently:

- Volunteering at the DC Central Kitchen, a center for the homeless
- Volunteering to be teen mentors for refugees
- Walk for the Homeless
- Angels of Mercy to support wounded soldiers from Iraq
- Publishes a newsletter written by and for FS teens
- Foreign Service Youth Awards for Community Service, celebrated annually in the Benjamin Franklin Room
- College Application Workshop for Foreign Service Teens

These are just some of the many FSYF activities. But the kids can't do it without adult help. The Board of Directors for the **Foreign Service Youth Foundation** is looking for volunteers and potential board members. Please, if you are returning to the Washington area and would like to contribute to the Foreign Service community, as well as the community at large in a useful way, then consider becoming a part of this wonderful organization! Participants are welcomed from all agencies. For more information, contact Becky Grappo, the Family Liaison Office Education and Youth Officer at [grappoRN@state.gov](mailto:grappoRN@state.gov) or call 202-647-2314.



## Smart Kids with Learning Disabilities Youth Achievement Award

Applications for the second annual **Smart Kids with Learning Disabilities Youth Achievement Award**, honoring the accomplishments of a young person with learning disabilities or ADHD (attention deficit hyperactivity disorder), will be accepted until **February 15, 2005**.

Sponsored by **Smart Kids with Learning Disabilities**, the national nonprofit organization, the \$500 award will recognize the significant ability and achievement of someone 21 or under who although struggling in school, demonstrates great potential in an area such as music, art, science, math, athletics or community service. The award will be presented by David Neeleman, CEO of JetBlue Airways and Smart Kids' Honorary Chairman, at the organization's annual benefit dinner at the Marriott Hotel, Stamford, Connecticut on May 5, 2005.

As David Neeleman says, "Our goal is to honor children with LD and ADHD for their significant abilities."

"These children are among our brightest and most gifted," said Jane Ross, executive director of the Westport, Connecticut-based group. "Developing these abilities is key to their success."



Smart Kids provides practical, accessible information and support to parents promoting their critical role as advocates for their children via its newsletter-mailed to members eight times a year, Web site at <http://www.SmartKidswithLD.org>.

Applications can be downloaded from the Smart Kids website at <http://www.SmartKidswithLD.org/award.html> and must be submitted before the contest deadline of **February 15, 2005**. For information contact Jane Ross at Smart Kids with Learning Disabilities, 203- 226-6831, via e-mail at [Info@SmartKidswithLD.org](mailto:Info@SmartKidswithLD.org) or by mail at P.O. Box 2726, Westport, CT 06880.

